



Monitoring Systems and Objectives

Legal Applicant Name:
Program Name:
Date of Review:

1. Recruitment

Objective: To ensure a fair and equitable recruitment process in order to create a diverse potential applicant pool that meets program needs.

System Checklist: Can the program demonstrate that		
1) It followed a non-discriminatory, fair and equitable recruitment process	<input type="checkbox"/> Yes	<input type="checkbox"/> No
2) Efforts were made to recruit a diverse corps that met program needs, including members with disabilities	<input type="checkbox"/> Yes	<input type="checkbox"/> No
3) AmeriCorps was identified/explained in recruitment materials and process	<input type="checkbox"/> Yes	<input type="checkbox"/> No
4) Position is clearly described as service (not employment)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Comments:		

2. Selection

Objective: To ensure a fair and equitable member selection process by demonstrating a consistent application process followed for each applicant.

(Please see Member Files Checklist for each member file reviewed on site)

System/Document Checklist: Can the program demonstrate that			
1) Members were selected based on the essential functions of the position description	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
2) Interviews and application did not include questions about the applicant's health or physical condition.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	

3) When applying for the same position, each applicant/interviewee responds to the same questions.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
4) Materials/staff state reasonable accommodations can be made for interviews	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
5) Materials/staff state reasonable accommodations can be made for service	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
6) Applicants had equal number of reference checks and interviews	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
7) Each applicant went through the same application and selection process.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
8) Program has the ultimate decision-making authority when it comes to member selection.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Comments:			

3. Eligibility and Enrollment for Member Files

Objective: To ensure that the program has all necessary paperwork and information for each member in their member files.

(Please see Member File Check for each member file reviewed on site)

System/Document Checklist: Can the program demonstrate that they		
1) Maintain the confidentiality of member records in a locked filing cabinet	<input type="checkbox"/> Yes	<input type="checkbox"/> No
2) Maintain information about medical or physical/mental conditions, including discussion of disabilities and reasonable accommodations are locked and separate from member information. According to Nebraska State procedures no evidence of State and FBI background check paperwork is present in member files.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
3) Maintain physical/mental health information, paperwork is not provided to ANY unauthorized parties	<input type="checkbox"/> Yes	<input type="checkbox"/> No
4) Have a system/tracking in place to ensure that members are enrolled in the My AmeriCorps portal within 30 day requirement	<input type="checkbox"/> Yes	<input type="checkbox"/> No

5) Have a system/tracking in place to that members are assigned to service location within 30 day requirement	<input type="checkbox"/> Yes	<input type="checkbox"/> No
6) Offer the same benefits to all members (FT- health, child care)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
7) Have members sign service agreements before or at the start of service	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Comments:		

4. Tracking Member Hours

Objective: To ensure that timesheets are kept in a manner that is consistent with AmeriCorps requirements and members are on track to meeting the required number of hours of service.

(Please see Member File Check for each member file reviewed on site)

System/Document Checklist: Can the program demonstrate that they		
1) Track member hours on a consistent basis to ensure members will complete the required service hours	<input type="checkbox"/> Yes	<input type="checkbox"/> No
2) Ensure that members do not commit more than 10% of their hours towards fundraising	<input type="checkbox"/> Yes	<input type="checkbox"/> No
3) Ensure that members do not commit more than 20% of their hours towards training	<input type="checkbox"/> Yes	<input type="checkbox"/> No
4) Have a system in place for collecting/approving timesheets within 30 days	<input type="checkbox"/> Yes	<input type="checkbox"/> No
5) Have a system in place to respond to members with incomplete/missing timesheets	<input type="checkbox"/> Yes	<input type="checkbox"/> No
6) Have a system in place to respond to members that are significantly behind in hours	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Comments:		

5. Exiting Members

Objective: To ensure a consistent process for exiting members that includes exit forms, documentation for early release if applicable (cause or compelling circumstances) and exiting out of the My AmeriCorps portal with correct hours within 30 days of the end of the term of service.

(Please see Member File Check for each member file reviewed on site)

System/Document Checklist: Can the program demonstrate that		
1) All members have an exit interview at the end of service	<input type="checkbox"/> Yes	<input type="checkbox"/> No
2) A member evaluation is completed upon member exit	<input type="checkbox"/> Yes	<input type="checkbox"/> No
3) Members complete the exit form on paper or in My AmeriCorps and the Program Director approves and submits the exit form in My AmeriCorps within 30 days of member's exit date	<input type="checkbox"/> Yes	<input type="checkbox"/> No
4) Any declining retention patterns are proactively addressed.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
5) A system is in place for determining if the member should be eligible to serve again.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
6) A system is in place to collect the documentation for early exits (compelling, cause or when a member cannot be located).	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Comments:		

6. Developing and Implementing Member Training

Objective: To ensure that members are prepared for service, civic engagement, and personal development through a planned, consistent, and structured method.

System/Document Checklist: Can the program demonstrate that they			
1) Held trainings in accessible locations	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
2) Utilized training and orientation sign-in sheets	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
3) Followed an orientation agenda	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
4) Trained members on:			
a) Member rights and responsibilities	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
b) Prohibited activities updated according to most recent regulations (45 CFR § 2520.65)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
i) Attempting to influence legislation	<input type="checkbox"/> Yes	<input type="checkbox"/> No	

ii) Organizing or engaging in protests, petitions, boycotts or strikes;	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
iii) Assisting, promoting, or deterring union organizing;	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
iv) Impairing existing contracts for services or collective bargaining agreements;	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
v) Engaging in partisan political activities, or other activities designed to influence the outcome of an election to any public office;	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
vi) Participating in, or endorsing, events or activities that are likely to include advocacy for or against political parties, political platforms, political candidates, proposed legislation or elected officials;	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
vii) Engaging in religious instruction, conducting worship services, providing instruction as part of a program that includes mandatory religious instruction or worship, constructing or operating facilities primarily or inherently devoted to religious instruction or worship, or engaging in any form of religious proselytization;	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
viii) Providing a direct benefit to:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
(1) A business organized for profit;			
(2) A labor union;	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
(3) A partisan political organization;	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
(4) A nonprofit organization that failed to comply with the restrictions contained in section 501(c)(3) of the Internal Revenue Code of 1986 related to engaging in political activities or substantial amount of lobbying except that nothing in these provisions shall be construed to prevent participants from engaging in advocacy activities undertaken at their own initiative; and	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
(5) An organization engaged in the religious activities described in item vii above, unless CNCS assistance is not used to support those religious activities;	<input type="checkbox"/> Yes	<input type="checkbox"/> No	

ix) Conducting a voter registration drive or using CNCS funds to conduct a voter registration drive;	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
x) Providing abortion services or referrals for receipts of such services; and	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
xi) Such other activities as CNCS may prohibit:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
(1) Recruiting, training, or managing others for the primary purpose of engaging in one of the activities listed above.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
xii) Nondisplacement (45 CFR § 2540.100 (e-f))			
xiii) Prohibited Fundraising activities for living allowances, operating funds or writing a CNCS grant (45 CFR § 2520.40)			
xiv) No more than 10% of time spend on fundraising activities (45 CFR § 2520.45)			
c) Suspension/termination from service	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
d) Sexual harassment and other discrimination issues	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
e) Grievance procedures	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
f) Code of conduct	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
g) Requirements under the Drug-Free Workplace Act	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
h) History of AmeriCorps and National Service	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
i) Role of State Service Commission	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
j) Skills needed to complete service activities	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
k) Civic responsibility	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
l) Member safety	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
5) Implement a year-long training plan	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
6) Provide training on a variety of topics related to service activities and personal/professional development	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
7) Encourage members to vote	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
8) Support members in attaining GED	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
9) Involve members in selection of training	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
10) Support members in making the transition after end of service	<input type="checkbox"/> Yes	<input type="checkbox"/> No	

11) Provide structured activities for members to reflect on civic engagement/service	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
12) Engage members in MLK Day project(s) and other Days of Service	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Comments:			

7. Member Supervision

Objective: To ensure members receive appropriate supervision, that reasonable accommodations are made when appropriate, and that supervisors evaluate member performance at the required times during the service year.

System Checklist: Can the program demonstrate		
1) Members are identified with AmeriCorps by wearing service gear with AmeriCorps and State Service Commission logos during all service hours	<input type="checkbox"/> Yes	<input type="checkbox"/> No
2) Process/schedule to monitor members in order to ensure that they are not engaging in prohibited activities	<input type="checkbox"/> Yes	<input type="checkbox"/> No
3) Process to ensure members are accompanied while awaiting full results of pending criminal history checks	<input type="checkbox"/> Yes	<input type="checkbox"/> No
4) Process to monitor members to ensure that the service activities are aligned with their position description	<input type="checkbox"/> Yes	<input type="checkbox"/> No
5) A member evaluation schedule that includes the following: a) Mid-year and end of year evaluations for full and half-time members; OR End of year evaluation for members serving in a term that is less than half-time	<input type="checkbox"/> Yes	<input type="checkbox"/> No

6) The end of year evaluation includes <u>all</u> required components at a minimum: a) Whether the member completed the required number of hours of service; b) Whether the member satisfactorily completed assignments; and c) Whether the member met the performance criteria that were communicated at the beginning of the service term.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
7) Members have regularly scheduled one-on-one supervision with a designated staff member to reflect on service, personal/professional development, progress towards goals and hour completion, etc.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
8) Members have regularly scheduled all-Corps meetings for reflection, training, etc.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
9) Members are not responsible for supervising the performance, activities, or service experience of other members	<input type="checkbox"/> Yes	<input type="checkbox"/> No
10) Member safety is ensured (members do not partake in activities that pose undue safety risks)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Comments:		

8. Tracking, Recording and Reporting Progress

Objective: To ensure the program is collecting, documenting and reviewing necessary data and that it is on track to meet its stated objectives and to ensure accurate and timely reporting of AmeriCorps related performance measure objectives.

System Checklist: Can the program demonstrate			
1) Data collection plan and tools in place	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
2) Evidence of the data that has been reported on the most recent progress report	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
3) It is on track for collecting data and reporting	<input type="checkbox"/> Yes	<input type="checkbox"/> No	

4) Progress reports are submitted on time and accurately	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
5) Ongoing or recurring issues from previous years addressed	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
6) System in place to recruit, track and report non-stipend volunteers	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
7) Member/Site impact stories are shared with ServeNebraska	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Comments:			

9. Site Partner/Service Partner Management

Objective: To ensure the program clearly outlines relationships with site partners through formal agreements and manages those relationships.

Document Checklist			
1) Placement sites identified as an AmeriCorps and State Service Commission site with a banner or sign	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
2) Placement sites are accessible to individuals with disabilities	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
3) Site partner RFP/application	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
4) Site partner selection criteria	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
5) Signed site partner agreements that include prohibited service activities	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
6) Site partner orientation agenda/content (including AmeriCorps and State Service Commission introduction)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
7) Site monitoring tool(s)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
8) Site monitoring schedule	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A

9) Program feedback and evaluation tools	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
10) Program feedback and evaluation schedule	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Comments:			

10. Continuous Improvement

Objective: To ensure the program makes an effort to evaluate the quality of its service activities on an ongoing basis which includes involving extensive broad-based representation from the following: the community served, members and potential members, site partners, community-based agencies with a demonstrated record in providing services, foundations, and businesses.

System/Document Checklist: Can the program demonstrate			
1) Formal methods in place to gauge			
a) member satisfaction	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
b) recipient satisfaction	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
c) site partner satisfaction	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
2) Systems to solicit program feedback from stakeholders	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
3) System to share information with stakeholders	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
4) Process for engaging the community in program implementation and evaluation/improvement	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
5) Stake holder feedback incorporated into program management	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Comments:			

Site Visit Overview

Comments:

State Service Commission Signoff

Date of Review: _____

State Commission Staff: _____

Program Staff Signoff

I have reviewed the findings for each system and the overall site visit and I agree with findings in each system above.

Program Staff Name (print): _____

Title: _____

Program Staff Signature: _____

Date: _____